

ILLINOIS DEPARTMENT OF CORRECTIONS



Coronavirus / COVID-19 Situation Report #021 March 31, 2020

Objectives

- Provide for the safety of staff, offenders and the public.
- Collect daily information to create a common operating picture of the agency.
- Update Department's Pandemic Plan to reflect Department of Health and Centers for Disease Control guidance for prevention, mitigation, and response to COVID-19 and implement as needed.
- Maintain DOC COVID-19 Critical Incident Command Post.
- Communicate timely and accurate information to staff, offenders and stakeholders.

Key Messages

- Remain calm, ensure staff, offenders, volunteers, and families feel safe.
- If you are ill, stay home. Work with your supervisor if telework is an option.
- Use normal hygiene techniques to prevent illness – handwashing, coughing into elbow, etc.
- Visit the IDPH, IDOC and CDC websites for up to date information or call the IDPH hotline 800-889-3931.

Agency Actions

The Department of Corrections has updated our comprehensive Pandemic Influenza Plan. In an effort to prevent the spread of communicable and infectious disease, this Plan provides guidance, prevention techniques, education, identification through examination of staff and offenders suspected of having a communicable disease, surveillance, immunization, treatment, follow-up, isolation and reporting. This plan also addresses medical and operational needs with comprehensive instructions and oversight for the Agency.

Via email all staff received the following: Safety Measures memo; Visitor Medical Screening Questionnaire; Medical Screening for Employees form; Medical Screening for all Intakes and Parolees Form; a detailed Guidance and Preventative Measures memo; and all offenders received a Safety Measures memo.

Executive staff received an Operations Briefing document that outlined the ICS Organizational Structure that will be followed throughout this event. This document also outlined the critical processes by Department. Critical staffing numbers were also provided as well as a listing of supplies in stock at each facility (i.e. cleaning supplies, PPE, etc.). The Agency Continuity of Operations Plan (COOP Plan) was updated and outlines the Departments succession planning.

HR is working closely with CMS to develop a work-from-home policy for those staff that can complete their assigned duties from home.

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All offenders received at our Reception and Classification Centers as well as all parole violators returned to a facility will now undergo a medical screening that specifically references COVID-19 exposure. All staff that are experiencing symptoms similar to those with COVID-19 will receive a medical screening.

Information has been placed on our website as well as social media sites advising visitors not to visit if they feel sick with a fever, cough, or are experiencing difficulty breathing—and we are encouraging friends and family that may be sick and not able to visit to keep in contact during this time utilizing video visiting, telephone calls and electronic and regular mail correspondence.

Orders have been placed for hand sanitizer for all of our facility's. This will contain alcohol. Operations has drafted guidance on the inventory and placement of this item. In addition, ICI will begin producing bars of soap and provide cases to facility's to ensure that all offenders have soap in their assigned living area.

Staffing schedules have been established for the State Emergency Operations Center upon activation.

AGENCY TIMELINE

Date:	Sent By/ Participated	Target Group:	Activity:	Notes:
3/4/20	Chief Eilers	All Facilities	Contingency Plan Reviews	All facilities advised to revise Facility Strike Plans to ensure plans are in place for large staff shortages.
3/10/20	Director Jeffreys	Executive Staff and Operations	COVID-19 Planning Meeting	Discussed action steps and timelines for IDOC response to COVID-19.
3/10/20	Chief Lindsay	All Staff	Safety Measures Memo	Email
3/10/20	Chief Lindsay	All Staff	Visitors Medical Screening Form	Email
3/10/20	Chief Eilers	Executive Staff	Operational Briefing Plan	Email
3/10/20	Mike Chappell	RDC Facility Wardens	Discuss Activation of the SNS	Detailed plans have been reissued to the wardens at IDOC's designated as RDC's.
3/11/20	Chief Eilers	All Wardens	Facilities were notified to reach out to all court houses prior to court writs to check on the status of the writ and courthouse.	Records Office Supervisors will complete.

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3/11/20	Chief Eilers	Medical and Executive Staff	Medical Screening for Offenders and Parolees Form.	Email
3/11/20	Chief Eilers	Medical and Executive Staff	Medical Screening for Employees Form	Email
3/11/20	Chief Eilers	All Staff	Guidance and Preventative Measures Memo	To be read in Roll Call (staff) Email (Wardens)
3/11/20	Daily Conference Call	Affected Facility's/OHS /Operations	Influenza response at affected Facility's	Discuss number of offenders affected; the need for PPE; Protocols for response
3/11/20	Chief Brunk	IT Services	Requested a list of all laptop users.	Email
3/11/20	Chief Eilers	All Offenders	Safety Measures Memo	The memo is to be distributed throughout the facilities in areas with offender access and on the Closed-Circuit Television Channel
3/11/20	Chief Robinson	Elderly and Long-Term Care Offenders	Screening for possible early release.	Work being completed by Records Office and TCO on identifying the number of elderly offenders and long-term care offenders that could possibly receive an early release.
3/11/20	Mike Chappell	All Wardens	EOC Staffing Schedule	Email
3/11/20	Chief Eilers	All Wardens	Pandemic Plan	Distributed with instructions to review and revise current plans.
3/12/20	Mike Chappell	Executive Staff, RDC Facility Wardens and Operations Staff	Overview of SNS Plan and RDC responsibilities	Phone Conference
3/12/20	Alyssa Williams	All Offenders	IDOC statement to all offenders	Specific language to post on offender television channel.
3/12/20	Brenda Fletcher	All Staff	All in-service and meetings scheduled at Concordia are cancelled	Email

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3/12/20	Alan Pasley	All Staff	All facility cycle training and Glock transition are cancelled	Email
3/12/20	Mike Chappell	IEMA	Medical and Cleaning Supplies Requested through IEMA	WEBEOC
3/12/20	Governor's Office	Director Jeffreys, Chief Lindsay, Dr. Meeks, Dr. Bowman, Dr. Conway and Chief Eilers	Tabletop Exercise	All state agency exercise discussing response scenarios to COVID-19.
3/12/20	Regional Deputy Directors	All Facilities	Call schedules if visits are suspended.	All facilities have drafted call schedules to ensure all offenders have an opportunity to stay in touch with family.
3/12/20	Chief Brunk	Director	Video Visits	Discussed possibility of providing each offender with funds for video visits and additional phone calls.
3/12/20	TCO	All Facilities	Transfers suspended	All interagency transfers except for writs will be suspended next week.
3/13/20	Chief Eilers	All Staff	COVID-19 Update	Updates on cleaning and good health habits.
3/13/20	Chief Eilers	All Wardens	COVID-19 Operations Update	Suspension of offender visits, volunteer managed programs. Funds will be added to offender accounts for 2 phone calls 1 video visit.
3/13/20	Director Jeffreys and Chief Eilers	All Wardens and Executive Staff	Updates on Department actions in response to COVID-19	Discussed response and action steps moving forward.
3/13/20	Chief Eilers	All Wardens	Intakes and Parole Violators	All intakes and parole violators will be quarantined for 96 hours upon receipt.
3/13/20	Chief Eilers	All Wardens, Executive Staff, Sheriff's Association	Pandemic Plan	Revised Pandemic Plan distributed to all facilities and Sheriff's Association.

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Date:	Sent By/ Participated	Target Group:	Activity:	Notes:
3/13/20	Chief Eilers	Department Wide	COVID-19 Employee Sick Leave Guidelines and Travel Guidance.	Email memo from CMS Director and GOMB.
3/13/20	Chief Eilers	All Wardens and Executive Staff	COVID-19 Order: US District Court	Emailed General Order 20-0012 with guidance from US District Court.
3/13/20	Chief Brunk and Chief Eilers	Deputy Directors	Facility Vendor/Contractor discussion	Deputy Directors will prioritize the contractual services at their respective facilities. Also discussed vendors and the delivery of goods to our facilities.
3/13/20	Director Jeffreys, Chief Garnett, and Chief Eilers	Parole	Parole Action Steps	Phone Conference
3/13/20	Director Jeffreys, Chief Eilers, TCO Office	TCO	Inter-Agency Transfer discussion.	All interagency transfers will cease with exception of writ transfers and transfers out of R&C due to bed space issues. Proper screening protocol discussed.
3/13/20	Director Jeffreys, Chief Eilers, Bob Bowen, Sheriff's Association	County Jails	Information sharing meeting.	Phone Conference
3/13/20	Director Jeffreys, Chief Eilers, Chief Robinson, Chief Porter, DD Hardy and ATC Supervisors	ATC	ATC Action Steps	Discussed continuing operations as normal. Identified steps that will need to be taken if residents present with flu or COVID-19.
3/13/20	Chief Eilers	East Moline ICI	Suspension of ICI Laundry Operations	Suspended laundry operations for Outside entities.
3/14/20	Chief Eilers	All Facilities	MSR/Discharge Protocol	Direction provided that all MSR/Discharge must have temperature checked prior to transport and Parole notified if parolee/discharged individual has a temperature or been in quarantine.
3/14/20	Chief Eilers	All Facilities	Employee Screening	Direction stating all employees will be temperature checked when reporting to work.

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Date:	Sent By/ Participated	Target Group:	Activity:	Notes:
3/14/20	Chief Eilers	All Facilities	Revised Quarantine Report	Sent the new revised Quarantine Report with instructions on completing the form. Included COVID-19 information.
3/15/20	Executive Level Staff	Executive Staff	ICS Command Post Preparation	Planning discussion for the opening of the Statewide Command Post. Establishment of Command Structure, Operational Period, Objectives. Command Post will open at 7:00 am on Monday, March 16 th .
3/16/20	Executive Level Staff	Executive Staff	ICS Command Post Opened	Command Post opened by Incident Commander Director Jeffreys
3/16/20	Chief Eilers	Bob Bowen	Suspend All Jail Inspections	Chief Eilers informed Bob Bowen that all Jail Inspections have been suspended
3/16/20	Director Jeffreys	Executive Staff	ICS Command Post initial Meeting/Briefing	Telephone conference call updating Executive staff on status. Assignments to key staff were discussed. These meetings will take place daily at 9:00am and 3:00pm.
3/16/20	Chief Eilers	All Wardens and Executive Staff	Warden's update	Telephone conference call updating all Wardens as to the ongoing crisis and the measures which the Department will take to minimize its impact.
3/16/20	Director Jeffreys	Executive Staff	ICS Command post Meeting/Briefing	Telephone conference call updating Executive staff on status. Assignments to key staff were updated. The next meeting will take place daily at 9:00am tomorrow morning.
3/16/20	Lindsey Hess	Agency Wide	COVID-19 Prevention Measures memo	Prevention measures for all staff
3/16/20	Planning Cell	Incident Command	Tactical Operations	A tactical plan was developed in response to the COVID-19 virus
3/16/20	Lindsey Hess	Agency Wide	Emergency Child Care memo	Memo addressing time off requests for childcare needs
3/16/20	Alyssa Williams	All Offenders	Preventive Measures Memo	Reminder for all Offenders for proper cleanliness Protocol
3/16/20	Planning Cell	Incident Command	Updated COOP plan	Submitted to IEMA

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Date:	Sent By/ Participated	Target Group:	Activity:	Notes:
3/16/20	Logistics Section	All Facilities	Medical & Cleaning Supply Inventory	Spreadsheet sent to field for tracking of all medical and cleaning supply inventories
3/16/20	Lindsey Hess	Executive Staff and Incident Command	COVID-19 Call Center opened	Call center activated for all COVID-19 related questions
3/16/20	Logistics Section	ICI	Requested Inventory of all ICI products	ICI providing inventory of current products as well as anticipated manufacturing of product
3/16/20	Logistics Section	Incident Command	Identified Regional Distribution Centers	Stateville, Lincoln, Graham, Centralia, Big Muddy River
3/16/20	Doug Stephens	All Facilities (Clinical Services Staff)	EDSC Reviews	Instructed staff to review all medium's and moderates on the IPSAS for EDSC.
3/16/20	Nikki Robinson	State-Wide Command Center	Reception & Classification Protocols & Offender Releases	Memo sent out to State-Wide Command Center with Intake Protocol for R&C's & Parole violators.
3/16/20	Mike Chappell	John Eilers	COVID-19 Tactical Response Plan	Memo sent to John Eilers with the Special Operations Pandemic Plan.
3/17/20	Lindsey Hess	All Facilities	Call Center info and signage	Information on the launch of the call center and signage sent out to all facilities
3/17/20	Director Jeffreys	Executive Staff	ICS Command Post initial Meeting/Briefing	Telephone conference call updating Executive staff on status. Updates were discussed as well as daily objectives. These meetings will take place daily at 9:00am and 3:00pm.
3/17/20	Chief Robinson	All Facilities	Suspension of Cook County Writs	Denotes Cook County Criminal Division will operate on a modified basis. Request made that no IDOC offenders be transported to Leighton Criminal Court. Per Chief Judge Timothy Evans.
3/17/20	Chief Eilers	Planning Section	Approval to request ING (Illinois National Guard) to assist with temp checks	Request will be made to IEMA for the ING to assist with temp checks at the facilities if they are available and not required elsewhere in the State.

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Date:	Sent By/ Participated	Target Group:	Activity:	Notes:
3/17/20	Operations Section	All Facilities	COVID-19 Facility Staffing/Housing Consideration	Memo to facilities requiring daily reporting of staffing and population management.
3/17/20	Operations Section	All Facilities	COVID-19 Exposure Documentation	Spreadsheet to track specific details regarding offender and staff potential exposure to COVID-19
3/17/20	Operations Section	Food Services Program Managers and Wardens	Dietary Master Food Inventory	Spreadsheet to track current amounts of food, scheduled delivery date(s), and 5 most critical needs of food(s)
3/17/20	Operations Section	All Facilities	Distribution Center Notification	Email sent out to all facilities listing Stateville, Lincoln, Graham, Centralia, and Big Muddy River Correctional Centers as Regional Distribution Centers during the COVID-19 crisis.
3/17/20	Jason Hall (Manager – Administrative Directive Standards)	All Facilities	Suspension of Internal Audits	Email sent out to all facilities suspending all internal audits.
3/17/20	Chief Garnett	Incident Commander	Parole Plan Approval	Notification sent out that the Parole Plan has been approved and released.
3/17/20	Chief Brunk	Incident Commander	Emergency Bread Purchase	Notification sent saying that the department is prepared to agree to an emergency 30-day contract to purchase bread from an outside vendor.
3/17/20	Mandy Page	DOC Notify	Work at home IT instructions sent out	Detailed IT instructions for those staff working at home
3/17/20	Operations Section	Wardens and Designated contacts	Regional Distribution Center email	Email sent to Wardens and designated contacts of the 5 Regional Distributions Centers
3/17/20	IDOC Exec Staff	Sheriff's Association	Phone call	Phone call with Illinois Sherriff's Association regarding IDOC's response to COVID-19 and address any concerns they may have.
3/17/20	Operations Section	All Assistant Wardens of Programs and	Email regarding sending out writs	Email sent out informing all Record Office Supervisors that they must

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Date:	Sent By/ Participated	Target Group:	Activity:	Notes:
		Record Office Supervisors		contact any County which they are planning on sending an offender on a Court Writ to.
3/18/20	Director Jeffreys	Executive Staff	ICS Command Post initial Meeting/Briefing	Telephone conference call updating Executive staff on status. Updates were discussed as well as daily objectives.
3/18/20	Operations Section	All Wardens	COVID-19 Hand Sanitizer Placement	Email memo stating suggested locations for hand sanitizers in the facilities and that daily inventories must be taken.
3/18/20	Chief Williams	All Wardens	Education Schedule	Educational Facility Admins to coordinate an A/B schedule for classes.
3/18/20	Chief Williams	All Offenders	COVID-19 Preventive Measures	Memo to all Offenders discussing preventive measures in the fight against COVID-19.
3/18/20	Chief Eilers	All Wardens	Parcel and Package Deliveries	Memo to all Wardens detailing instructions for all incoming parcels/packages.
3/18/20	Chief Eilers	All Wardens	Community Group Meetings	Memo to all Wardens concerning how to proceed with group meetings.
3/18/20	Lindsey Hess	All Wardens	Roll Call PowerPoint	Email to all Wardens with a PowerPoint presentation to be played on the televisions during Roll call.
3/18/20	Chief Williams	All Offenders	COVID-19 Preventive Measures (Spanish)	Memo to all Offenders, in Spanish, discussing preventive measures in the fight against COVID-19.
3/18/20	Chief Williams	All Wardens and AWP's	Education Schedule	Educational Facility Admins to coordinate an A/B schedule for classes. Updated to include Clinical groups.
3/18/20	Lindsey Hess	All Offenders	Daily Briefing	1 st newsletter sent to all offender GTL's. New editions will be issued 5 days a week.
3/18/20	Director Jeffreys	Executive Staff	ICS Command Post initial Meeting/Briefing	Telephone conference call updating Executive staff on status. Assignments to key staff were discussed. These meetings will take place daily at 9:00am and 3:00pm.

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Date:	Sent By/ Participated	Target Group:	Activity:	Notes:
3/19/20	Lindsey Hess	All Wardens and Staff	Staff Wellness Support	Memo sent to all Wardens to ensure staff wellness teams are made available to staff.
3/19/20	Lindsey Hess	All Offenders	Daily Briefing	1 st newsletter sent to all offender GTL's. New editions will be issued 5 days a week. DID NOT GO OUT
3/19/20	Alyssa Williams	All Offenders	Communication Efforts	Memo sent to all offenders to have them let their families know that they can contact the department directly by email or by calling the COVID-19 hotline.
3/19/20	Dr. Meeks	All Wardens	Suspension of Dental Services	Memo sent to all Warden. All Dental services has been suspended.
3/19/20	Isabella DeLong	All Wardens	Pandemic Plan	Pandemic Plan was sent to all Wardens.
3/20/20	Chief Lindsey	All Wardens	Staff Schedules	Memo sent to all Wardens, gives approval to allow staff to trade or flex schedules with Wardens approval.
3/20/20	Dr. Meeks	All Wardens	Flu Directive	Memo sent to all Wardens. All offenders presenting with fever and Influenza type symptoms are to be tested for Influenza A & B.
3/20/20	Matthew Warnsing	All Offenders	GTL Informers	All Offenders. Newsletters were uploaded to GTL devices.
3/20/20	Dr. Meeks	All Wardens	Suspension of Optometry Service	Memo sent to all Warden. All Optometry services are postponed until further notice.
3/20/20	Director Jeffreys	All Staff	Administrative Quarantine	Memo sent to all staff. Instituting an Administrative Quarantine
3/20/20	Chief Williams	All Offenders	Administrative Quarantine	Memo sent to all offenders. Instituting an Administrative Quarantine
3/20/20	Dr. Meeks	Wardens, Assistant Wardens, Health Care Unit Administrators	Exposure Risk	Memo sent to all Wardens, Assistant Wardens, and Health Care Unit Administrators. Follow steps as described for risk exposure.

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Date:	Sent By/ Participated	Target Group:	Activity:	Notes:
3/20/20	Director	All Wardens	Roll Call Suspension	Memo sent to all Wardens. Traditional roll call suspension.
3/20/20	Chief Porter	All Wardens	Incarcerated Mothers	Memo sent to all Wardens regarding continued bonding-reunification/Moms and Babies.
3/20/20	Dr.Meeks, Dr. Hinton, Dr. Puga	All Wardens, Regional Psychologist Administrators Health Care Unit Administrators	Medical and Mental Health Services During Administrative Quarantine	Memo sent to all Wardens, Reg. Psych Administrators, and HCUA's regarding Medical and Mental Health Services during administrative quarantine
3/20/20	Director Jeffreys	ATC Supervisors	Adult Transition Center Administrative Quarantine Protocols	Memo sent to all ATC Supervisors regarding ATC administrative quarantine protocols.
3/20/20	Chief Williams	All Men and Women in Custody	Administrative Quarantine- Spanish	Memo sent to all men and women in custody regarding administrative quarantine in Spanish.
3/20/20	DD Smith	All Wardens, Assistant Wardens, Healthcare Unit Administrators	Medical Supplies	Memo sent to all Wardens , Assistant Wardens, and Health Care Unit Administrators regarding medical supplies inventoried at the beginning and end of each day.
3/21/20	Chief Lindsey	All Staff	Governor Issued Stay at Home Order	Memo sent to all staff. Governor issues a stay at home order effective 3/21/20
3/21/20	Chief Williams	All Wardens and Assistant Wardens	Administrative Quarantine Procedure for Program Staff	Memo sent to all Wardens and Assistant Wardens. Administrative Quarantine procedures for program staff.
3/21/20	Operations	All Wardens and Assistant wardens	Offender Meals During COVID-19 Response	Memo sent to all Wardens and Assistant Warden. Offender Meals During COVID-19 Response.
3/21/20	DD Smith	Director Jeffreys	Informational Request on behalf of the Director	Memo sent to Director Jeffreys regarding generalized reports on facility operations.
3/21/20	Chief Lindsay	All IDOC Staff	COVID-19 Childcare LOA	Memo sent to all IDOC staff regarding childcare leave and insurance.

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Date:	Sent By/ Participated	Target Group:	Activity:	Notes:
3/22/20	Dr. Hinton	All Wardens	Staggered Checks	Memo sent to all Wardens. Medical checks are to be staggered in intervals
3/22/20	Chief Jackson	Director	Request for Approval	Memo sent to Director. Request for approval for Investigations and Intel
3/23/20	Operations	All Wardens and Assistant Wardens	72-hour DAO Hospital Checks	Memo sent to all Wardens and Assistant Wardens. 72-hour hospital checks are suspended until further notice.
3/23/20	Natalie Northern	AFSCME	Flex Time	Memo sent to AFSCME. Flex time schedules should be approved in advance.
3/23/20	DD Smith	All Wardens and Assistant Wardens	Updated daily medical and inventory sheets with instructions	Updated inventory sheets sent to all Wardens and Assistant Wardens.
3/23/20	DD Smith	All Wardens	Staggered Checks Update	Memo sent to all Wardens. Update on Medical checks are to be staggered in intervals. Include this in the unit log and crisis unit log.
3/23/20	Chief Eilers	All Wardens	Staff Entry and Exit Plan	Memo sent to all Wardens. Entry and exit plan will be modified. Effective March 24, 2020 at 7:00am
3/23/20	OHS Task Force	All Healthcare Staff	2020 COVID-19 Pandemic - Guideline to COVID-19 Testing	Memo sent to all Healthcare staff. 2020 COVID-19 Pandemic and guideline to COVID-19 Testing.
3/23/20	Chief Williams	All Offenders	COVID-19 Preventative Measures for Men and Women in Custody	Revised memo for men and women in custody that was previously issued on March 19, 2020.
3/23/20	Joshua Christine	All Wardens	ICI Deliveries	Email to all Wardens regarding ICI Deliveries shall be processed immediately to prevent delays.
3/23/20	Joshua Christine	All Wardens	ICI Deliveries	Email to all Wardens regarding ICI Delivery drivers shall have their temperature taken at their originating facility or first facility scheduled for delivery.
3/23/20	Kevin Ball	All Assistant Wardens, Clinical	SA Treatment facilities group stoppage	Email to all Wardens, Assistant Wardens, and Clinical Services Supervisors regarding no more clinical

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		Services Supervisors, All Wardens		substance treatment groups are to be conducted.
3/23/20	Chief Eilers	All Facilities	Intake, Parole Violators, Writs, Furlough	Revised previous direction. All intakes and parole violators must be quarantined for 14 days upon receipt. All offenders on writs/furloughs shall be temp checked upon department and upon return. They shall also wear masks.
3/24/20	Lindsey Hess	All Wardens and Assistant Wardens	GTL Free Video Visit per week.	Email sent to all Wardens and Assistant Wardens to provide GTL information on (1) free video visit up to 15 min per week guidelines.
3/24/20	Chief Garnett	All Parole Staff	Parole Contingency Plan for "Stay at Home" Order	Memo sent to all Parole staff allowing parole agents to be divided into two teams to work from home on a rotating basis.
3/24/20	DD Smith	All Wardens and Assistant Wardens	Offender Meal Plans and Facility Approved Meal Plan	Email sent to all Wardens and Assistant Wardens to provide offender meal plans and facility approved meal plan.
3/24/20	Chief Eilers	Incident Command, Director, Chief Robinson, DD Smith, DD Simmons, DD Hardy	First Response Testing	Email sent to those listed to indicate that Corrections employees are now permitted to go to first responder testing site on the NW side of Chicago. 6959 West Forest Preserve Drive
3/24/20	Lindsey Hess	Intranet	FAQ's	Email that the FAQ's were added to the Intranet. https://www2.illinois.gov/idoc/facilities/Pages/Covid19Response.aspx
3/24/20	DD Smith	All Wardens, Assistant Wardens	Cleaning Schedules	Email with attachments for Cleaning Logs.

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3/24/20	Operations Sections	All Warden & Executive Staff	Emergency Supply Pick-up at Lincoln ICI Warehouse	Email notification sent out for facilities to send staff members to pick up cases of PPE masks and disposable gowns
3/24/20	Lindsey Hess	All Wardens & Executive Staff	Free GTL Offender Flyer	Email notification sent out for men and women in custody receive free services being provided by GTL
3/24/20	Lindsey Hess	Incident Command, Executive Staff	Offender Newsletter	Email notification with attachment of offender newsletter.
3/24/20	Lindsey Hess	All Wardens	Preventative Measures for Men and Women	Revised memorandum for Spanish speaking.
3/24/20	DOC Notify	All Staff	Emergency Child Care Resources	Email regarding notification of emergency child care for communities and providers due to child care being closed.
3/25/20	Chief Eilers	All Wardens	Staff Entry and Exit Plan (REVISED)	Revised memorandum for staff entry and exit plan.
3/25/20	Chief Fanning	All Wardens	Instructions for employees who test positive for COVID-19 or are exposed to the virus	Email sent to all Wardens with instructions for employees who test positive for COVID-19 or are exposed to the virus.
3/25/20	Operations Section	All Wardens	Outside Hospital duty staff – PPE.	Email notification to ensure all outside hospital duty officers/staff are wearing masks and gloves at all times
3/25/20	Operations Section	All Wardens	Facility Working Group	Instruction to each facility to develop a working group/“ think tank” to meet each morning and each afternoon. The Union should be represented on this committee.
3/25/20	Operations Section	All Wardens and HCUA's	Facility Medical Task Force	Each facility was instructed to form a Medical Task Force with representatives from Security, Medical,

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				Mental Health and Programs. Were advised to develop areas for Isolation/Quarantine, Staging and High Risk. Ensure inventory of PPE.
3/25/20	Lindsey Hess	All Wardens	JHA Memo	Distributed memo from JHA to be placed on offender television channel and distributed to the population.
3/25/20	Lindsey Hess	All Staff	Confirmed COVID-19 Cases	Memo to staff advising of COVID-19 cases in IDOC.
3/25/20	Lindsey Hess	All Offenders	Confirmed COVID-19 Cases	Memo to staff advising of COVID-19 cases in IDOC.
3/25/20	Chief Eilers	Wardens, OHS, Parole	COVID-19 Reporting of Positive Cases	Direction provided to ensure all positive staff and offender COVID tests are reported immediately to Incident Command.
3/25/20	Lindsey Hess	All Offenders	Informer Newsletter	Created by Kewanee residents for offenders.
3/25/20	Chief Williams	Men and Women in Custody	Confirmed COVID-19 Cases	Memo to all men and women in custody regarding first confirmed cases of COVID-19 within the facilities.
3/26/20	Office of Health Services	All Wardens	Isolation/Quarantine and PPE Guidance	Memo to Wardens to see attached procedure for isolation and quarantine of suspected COVID-19 cases for men and women in our custody
3/26/20	Director	All Staff	Staff Wellness and Safety	Memo sent to all staff; it is imperative staff monitor their own wellbeing on and off duty.
3/26/20	Dr. Melvin Hinton	All Offenders	Coping with the Stress of COVID-19	Memo sent to all offenders with direction on how to cope with the stress of COVID-19
3/26/20	Dr. Melvin Hinton	All Offenders	Coping with the Stress of COVID-19	Memo sent to all offenders with direction on how to cope with the stress of COVID-19 (Spanish Version)
3/26/20	Lindsey Hess	Agency Wide	COVID-19 Testing for Staff	List of (4) COVID-19 testing sites for staff.

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3/27/20	Chief Fanning	All Wardens	Authorization to disclose COVID-19 Diagnosis	Email with revised instructions for employees who test positive for COVID-19 or are exposed to the virus.
3/27/20	Office of Health Services	All Wardens	Determining Proper Employee PPE	Memo to all Wardens with procedure that outlines the proper use of Personal Protective Equipment.
3/27/20	Lindsey Hess	All Offenders	Informer Newsletter	Created by Kewanee residents for offenders.
3/27/20	Lindsey Hess	All Staff	PPE Signage	Flyers sent to all Wardens for donning and doffing PPE.
3/27/20	Lindsey Hess	All Offenders	Meditation E-Book	Created by a Kewanee Psychologist and uploaded to GTL.
3/28/20	Chief Eilers	Parole	Offender Transports-IDOC Warrants	Direction provided for picking up offenders with IDOC Warrants.
3/28/20	Chief Eilers	Agency Wide	COVID-19 Reporting of Positive Cases	Reminder-Direction provided to ensure all positive staff and offender COVID tests are reported by phone immediately to Incident Command.
3/28/20	Warrant Officers	Chief Garnett	Offender Transports	Memo sent to all Warrant Officers regarding picking up offenders under the supervision of the Parole Division that have a Warrant.
3/28/20	All Wardens	Chief Eilers	COVID-19 Incident Report	Email to all Wardens regarding instructions for reporting a positive COVID-19 case.
3/29/20	Operations Section	All Facilities	Revised Quarantine Report	Provided revised quarantine report and instructions for completion to facility Wardens.
3/29/20	Operations Section	All Facilities	Additional Bed Space	Sent out direction to provide numbers of beds that can be placed in gyms, chapels and classrooms if additional space is needed.
3/29/20	Operations Section	Incident Command	Stateville Incident Command Opened	Contact information and staffing information provided.

ILLINOIS DEPARTMENT OF CORRECTIONS



Date:	Sent By/ Participated	Target Group:	Activity:	Notes:
3/29/20	PIO	Menard	Communication to Menard staff on COVID response.	Provided memos to staff at Menard in response to a positive test of a staff member.
3/29/20	Medical Section	Stateville and Menard	Assessment of provider and nursing staff	Will assist in future staffing needs.
3/30/20	Chief Garnett	All Parole Staff	Safety Measures for Parole Staff	Work from home contingency plan that goes into effect on April 1, 2020.
3/30/20	Lindsey Hess	All Offenders	Informer Newsletter	Created by Kewanee residents for offenders.
3/31/20	Dr. Hinton	All Staff	Coping with the Stress of COVID-19	Memo sent to all staff with steps on how to cope with stress pertaining to COVID-19
3/31/20	Lindsey Hess	All Offenders	Informer Newsletter	Created by Kewanee residents for offenders.
3/31/20	Mike McFadden	Training Coordinators	The Respiratory Fit Test Summary	Documents regarding conducting a fit test for the N95 Respirator Mask.
3/31/20	Chief Eilers	Agency Wide	Staff PPE Requirement	Direction requiring the issuance of PPE to all staff upon arrival to work.
3/31/20	Operations Section	All Facilities	Administrative Quarantine Plan	Sent the revised Administrative Quarantine Plan to all Wardens.
3/31/20	Chief Eilers	All Facilities	COVID-19 Response: Moving of Offender Mattresses and Clothing	Guidance provided for the proper moving of mattresses and property of offenders that have been exposed to or are COVID positive.

ILLINOIS DEPARTMENT OF CORRECTIONS



Facility:	Number of Offenders Quarantined Exposed to Flu	Number of Offenders Isolated Flu-Like Symptoms	Quarantined Possible Exposure COVID-19		Isolated Positive for COVID-19	
			Staff	Offender	Staff	Offender
Big Muddy River				98		
Centralia	44	2				
Clayton WC						
Concordia						
Crossroads ATC					1	
Danville	1	1	4			
Decatur			7			
Dixon			11	9		
Dixon Springs IIP						
Duquoin IIP						

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Facility:	Number of Offenders Quarantined Exposed to Flu	Number of Offenders Isolated Flu-Like Symptoms	Quarantined Possible Exposure COVID-19		Isolated Positive for COVID-19	
			Staff	Offender	Staff	Offender
Elgin Treatment Center						
East Moline	12		9			
Fox Valley ATC				3		
Graham	27	1	5			
Greene County WC			2			
Hill	16		1	1		
Illinois River			7	1		
Jacksonville	374	5	3			
Joliet Treatment Center			9		1	
Kewanee LSRC			2			
Lawrence	89	1	14	20		
Lincoln			2	3		
Logan		2	14	181		
Menard			13	98	1	
North Lawndale ATC	18			18	1	4
Murphysboro LSRC						
Peoria ATC				10		
Pinckneyville	0					
Pittsfield WC			1			
Pontiac	10	3				
Robinson		1	4	97		
Shawnee				4		
Sheridan	386	6	7	380	1	
Southwestern Illinois			5			
Stateville	216	270	28		15	35
Stateville NRC	104				4	
Taylorville	91	1	3	5		
Vandalia	69	1	5	174		
Vienna	0		2			

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Facility:	Number of Offenders Quarantined Exposed to Flu	Number of Offenders Isolated Flu-Like Symptoms	Quarantined Possible Exposure COVID-19		Isolated Positive for COVID-19	
			Staff	Offender	Staff	Offender
Western Illinois	30	5				
TOTALS:	1487	299	158	1102	24	39